

**RÉSUMÉ
OF
KATIE H. LEHRBURGER
PARALEGAL**



Katie H. Lehrburger
THE HOLT GROUP LLC
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LEGAL EXPERTISE: Litigation Paralegal

AREAS OF SPECIALIZED KNOWLEDGE:

Providing legal representation to the construction industry, including owners, contractors, architects, engineers and other design professionals involved in business and construction disputes.

SPECIFIC EMPLOYMENT HISTORY:

06/09-Present **Paralegal**, The Holt Group LLC, Denver, Colorado

Work with litigators in all stages of complex commercial and construction matters. Responsibilities include: detailed analysis, organization and maintenance of case related documentation for production and use throughout Litigation, creation and maintenance of detailed timelines and related graphic materials, deposition, trial and related scheduling, preparation of exhibits for Pleadings, Depositions, Mediations, Arbitrations and/or Trials, docketing of deadlines and electronic filing of pleadings.

10/06-03/09 **Paralegal Assistant**, Snell & Wilmer, L.L.P., Denver, Colorado

Responsibilities included: establishing and updating both hard copy and electronic files, indexing and recording pleadings, creating and updating witness files and tracking and sending materials to experts and other parties to the claim.

03/06-05/06 **Intern**, Law Office of David R. Calvert, Denver, Colorado
General paralegal experience including writing correspondences, interviewing clients, office maintenance, creation of trial notebooks and assisting attorneys and other paralegals.

SKILLS AND QUALIFICATIONS:

- Writing skills with attention to details
- Manage legal documents
- Strong organizational skills
- Proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe Acrobat, Westlaw, iManage and the Internet. Familiar with Trial Director and Concordance.

EDUCATION:

B.A. Psychology & Communication, University of Colorado, Boulder, CO, 2005.